

CALIFORNIA MENTAL HEALTH PLANNING COUNCIL
CONFERENCE CALL INSTRUCTIONS

Date: May 11, 2005

Time: 11:00 a.m. to 12:00 pm.

Participant will:	Operator will:
10-15 minutes before the scheduled call, dial in to the call using the following number: 1-877-366-0714 Hold the line for an operator	The operator will greet the caller and ask in which call the caller wishes to participate
Verbally provide the following passcode to the operator: VA611947	Ask the caller's name
Either give your name Or Let the operator know you do not wish to give your name	In this case, the operator will assign a PIN and instruct the caller to write the PIN down. Know that you will be identified by THAT NUMBER when the Question and Answer portion of the call begins
	Place the caller into the call where you will listen to music until the conference begins
Question and Answer Portion of Call: Press *1 to ask a question Press # to remove the question from the questions queue	

The entire process should take no more than 1 - 2 minutes per caller. If you experience difficulty during the call and need further assistance, you may reach an operator by pressing *0 on your telephone keypad.